

**MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD IN BANSONS ON  
THURSDAY 21<sup>st</sup> FEBRUARY 2013**

Present:      B Surtees (Chair)                      A Kaye                      S Jackman  
                  C. Knights                                R. McNulty                J. Rushton  
                  A Wingfield                                D. Roberts

Officer:        A Middlehurst (Town Clerk)  
                  E Gough (Administrative Assistant)

**52/12 Apologies for absence**

None received.

**5312 Declarations of personal and or prejudicial interest**

No declarations were received.

**54/12 Public participation session with respect to items on the agenda**

None present. No members of the public had indicated a wish to address the Council.

**55/12 To agree the minutes of the meeting held on 17<sup>th</sup> January 2013**

The minutes of the meeting of the 17<sup>th</sup> January 2013 were agreed and signed as a true record by the Chairman after one amendment.

**56/12 Clerk's report**

Love Lane Offices - Lease

The Town Council's solicitor has now received the signed licence from OSSC and is in the process of progressing this matter.

Financial Regulations and Approved Supplier List

The Clerk and Deputy Clerk are still working on a draft scheme and approved list but due to other commitments this has not progressed very far.

Cheque Signatories

The paperwork has been progressed by the Co-Op Bank. The Council now have five signatories.

Scout Lease

The Town Council's solicitor is liaising with the Scouts to produce a lease with a term of 25 years.

### **57/12 Financial reporting**

The monthly financial report for January was received.  
The current status of the Town Council's budget was noted.

### **58/12 Building known as Ongar Social and Sports Club**

It was noted that the rent review meeting has taken place with the OSSC Executive Committee members and the Town Council's Working Party.

The need to replace the damaged mains water pipe was reviewed. The Clerk advised that the long term cost effective solution is to replace the entire pipe. The Clerk was requested to obtain quotations for re-routing the pipe which might reduce the cost of replacement.

After consideration it was **AGREED** to recommend to Full Council to draw down the whole amount of the Public Works Loan. The Clerk was requested to prepare the documentation and information regarding interest rates for the next Full Council meeting.

The improvements to the shower facilities within the building were discussed and it was **AGREED** that a ball park figure and draft estimate should be provided at the Full Council meeting before a decision could be made regarding this repair and ways of covering the necessary expenditure.

### **59/12 Recommendation from the Environment and Open Spaces Committee**

After consideration it was proposed by Cllr S Jackman, seconded by Cllr D Roberts to recommend to Full Council to increase the current cemetery fees.  
**AGREED.**

### **60/12 Recommendation from the Community Affairs Committee**

It was unanimously **AGREED** to recommend to Full Council to carry forward of any unspent earmarked funds for CCTV and Youth to the 2013/14 budget.

### **61/12 Buildings owned by Ongar Town Council**

It was **AGREED** to commission Planned Preventative Maintenance assessments for all Council owned buildings, together with estimates for maintenance management of the four buildings.

**62/12 The committee RESOLVED to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to staffing and contractual matters.**

**66/12 The Council is asked to resolve to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960**

**67/12 Unlisted Items**

None received.

The meeting closed at 9.25pm.

Signed

Chair

Date